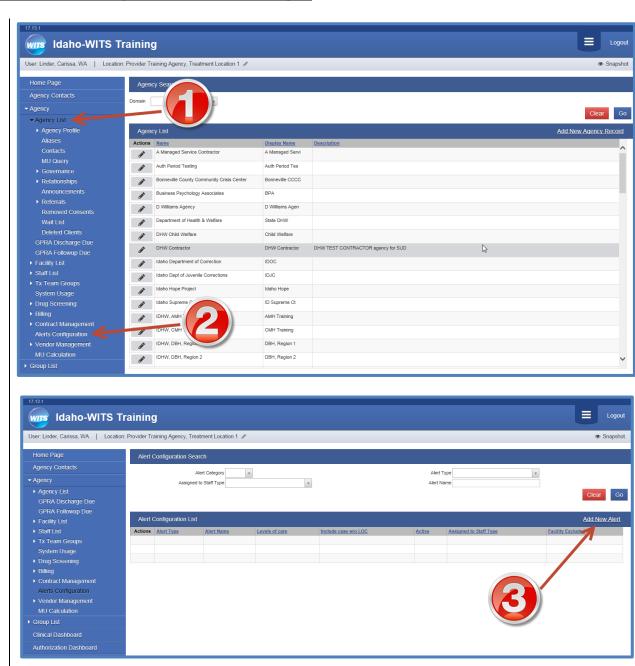
Creating an Alert for a Client Turning a Certain Age

This alert indicates the clients who are turning a certain age. Please note that WITS will add leap year days as appropriate.

- Getting here: Login, on the Navigation Pane (left menu) select <u>Agency</u> to activate the Agency List menu.
- 2. Select Alerts Configuration.
- 3. Select Add New Alert.



- 4. Enter Alert Name.
- 5. Select Client Turning Age {x} as the Alert type.
- 6. Enter the message in What message should appear
 to users?
- 7. Complete these fields.

Note: The number 6570 would be the clients 18th birthday.

- 8. Enter the <u>Number of Days</u> you want this alert to show.
- 9. Enter the Effective Date.
- 10. Select Finish.

